

Report for Week Ending 18 July 1956  
from  
FORMS MANAGEMENT BRANCH

General Information

1. Telephone Inquiries on Authorized Overseas Use of Standard Forms -

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During the week approximately 50 telephone requests for clearance decisions on forms for overseas use were handled by the office.

2. New Functional File for Forms -

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Completion of the new functional file for all Agency forms has been accomplished. This file is broken up into 50 functional categories. The new file is very neat and will be very valuable to the office and to the Agency.

Pending Projects

DD/P Area

1. Revision of Personal Record Questionnaire (Part I) Biographical Information Forms No. 51-95A, dated May 1950 -

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This revision, which has been intermittently in process during the past several months, has again been getting attention after having been rather inactive for several weeks because of other matters requiring immediate attention. A second pencil draft has been prepared incorporating several minor suggestions received from CI/OA. The second draft also provides an additional page to give the proper spacing requirements for each of its five pages. A letter of transmittal for this draft to the office of primary interest is being prepared and should be released during the day. Prompt approval of this revision is expected.

2. Revision of Personal Record Questionnaire (Part II) Operational Information Form No. 51-95B, dated May 1950 -

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The revision of this form which ties in with Form No. 51-95A, has been under consideration for several months. This office has now received a seven page typewritten draft which is about to receive immediate attention. The format on this form will follow so far as possible the general format tentatively established on Form No. 51-95A, and the new Personal History Statement, Form No. 444.

DD/S Area

Career Preference Outline, Tentative Form No. 1030 -

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A priority request from the Office of Personnel for the design and sample production of this form for coordination purposes was reviewed and discussed in meetings attended by Mr. [REDACTED] of [REDACTED]

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the Office of Personnel and Mr. [REDACTED] of this office. At these meetings some FMB suggestions were approved and numerous technical points solved; however, some details remain to be worked out. Coordination samples of the produced forms will be picked up today and delivered to Mr. [REDACTED]. These remaining details will be resolved after the review and final approval of the form by the CIA Career Council.

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PENDING ACTIONS SUMMARY

18 July 1956

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	-	5	4	-	9
Revision	-	3	15	5	23
Reprint	-	2	1	5	8
Total	-	10	20	10	40

COMPLETED ACTIONS SUMMARY

18 July 1956

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NUMBER OF COPIES</u>
New	3	6	1	4	14	141,550
Revision	-	-	1	3	4	121,000
Reprint	2	5	8	2	17	134,575
Total	5	11	10	9	35	397,125

Redesignated - 1  
Obsolete - 1

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